



State of Tennessee  
Department of Commerce and Insurance  
Board of Architectural and Engineering Examiners  
500 James Robertson Parkway, Third Floor Nashville, TN 37243-1142  
800-256-5758 615-741-3221 615-532-9410 (Fax)

## Engineer Intern

(For students holding senior status in an EAC/ABET accredited undergraduate engineering curriculum)

**You may fill out the application online. The application must then be printed because it must be signed by the applicant and the Dean or his/her designee.**

### Exam Dates and Application Deadlines

**NOTE: If a deadline falls on a Saturday, Sunday, or a state holiday, the deadline will be extended until the close of business on the next business day.**

<b>Test Dates</b>	<b>Application Deadline — Senior Engineering Students (Application and Fee due in Board Office)</b>
April 12, 2008	February 1, 2008
October 25, 2008	September 1, 2008
April 25, 2009	February 1, 2009
October 24, 2009	September 1, 2009
April 17, 2010	February 1, 2010
October 30, 2010	September 1, 2010
April 9, 2011	February 1, 2011
October 29, 2011	September 1, 2011
April 14, 2012	February 1, 2012
October 27, 2012	September 1, 2012
April 13, 2013	February 1, 2013
October 26, 2013	September 1, 2013
April 12, 2014	February 1, 2014
October 25, 2014	September 1, 2014
April 18, 2015	February 1, 2015
October 31, 2015	September 1, 2015
April 16, 2016	February 1, 2016
October 29, 2016	September 1, 2016

## Fees

Cost of exam – \$50

Payment must be made at the time of application and the fee is not refundable. Submit the completed application, with fee, to the address on the application form.

## Application Form

- ♦ Type or write your name in #1 on the application as you want it to appear on your certificate and in your permanent record.
- ♦ In #10 provide an emergency contact to be called in the event of a medical emergency at the exam site.
- ♦ Fill out the application completely online or after downloading it. Sign the application and obtain the required signature from the Dean or his/her designee. Submit the application and fee (payable to the **Tennessee Department of Commerce and Insurance**) to the Tennessee Board. The application must be received by the stated deadline. Any major modification of state approved forms may cause the Board to reject your application.

## Disability and Religious Accommodations

If you require special accommodations in taking this examination, contact [NCEES](#).

## Scheduling Information

- ♦ The Board has contracted with NCEES for exam administration services, including the scheduling of candidates. NCEES will distribute test admission notices to approved candidates 2-3 weeks before the exam. For further information, visit the [NCEES](#) website. Senior students may not postpone the scheduled examination.
- ♦ Correspondence, other than reporting of exam scores, will be mailed to your current mailing address (or permanent address, if it is the same as the current address). Include your zip code and apartment number if applicable.
- ♦ Notify the Board office immediately of any change of address.

## Exam Preparation Information

For information about exam preparation resources, visit the [NCEES](#) website.

## Exam Materials and Calculator Information

For information regarding materials permitted and not permitted in the examination room, including acceptable calculators, visit the [NCEES](#) website.

## Score Reporting

Exam scores are received approximately 75 days after the date of the exam; you will be notified, in writing, within 10 days from the day scores are received. Scores will be mailed to your permanent address (#3 on the application) unless otherwise advised. Include your zip code and apartment number if applicable.

Scores are not released over the phone nor posted on the website.

## **Board Contact**

If you have questions about any of this information call Cindy Toombs at 615-741-3221, 800-256-5758, or send an e-mail: [cynthia.toombs@state.tn.us](mailto:cynthia.toombs@state.tn.us).

Updated February 2008



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<http://www.state.tn.us/commerce/boards/ae/index.html>

## APPLICATION FOR ENGINEER INTERN CERTIFICATION SENIOR STUDENTS APPLICATION ONLY

Please fill out completely by typing or writing legibly.

1. Full Name \_\_\_\_\_ Social Sec. # \_\_\_\_\_  
Last First Middle
2. Date of Birth \_\_\_\_\_ Where \_\_\_\_\_  
City State
3. Permanent Address \_\_\_\_\_  
Street Apt. No. City State, Zip  
Phone # \_\_\_\_\_ E-Mail Address \_\_\_\_\_
4. Current Mailing Address (including box numbers). *Complete only if current address is different from permanent address.* \_\_\_\_\_  
Phone # \_\_\_\_\_
5. I am a \_\_\_\_ Full-time \_\_\_\_ Part-time Senior Student at \_\_\_\_\_  
College/University  
Engineering Degree/Major \_\_\_\_\_ Expected Graduation Date \_\_\_\_\_
6. \_\_\_\_ Initial Application or \_\_\_\_ Reapply Date previously sat for exam in Tennessee \_\_\_\_\_
7. I wish to be examined \_\_\_\_\_ at \_\_\_\_\_  
Date Exam Location
8. I require special accommodations in taking an exam. \_\_\_\_ Yes \_\_\_\_ No  
**If the answer is yes, REFER to instructions for additional information.**
9. Have you ever been convicted of a felony/felonies? \_\_\_\_ Yes \_\_\_\_ No  
**If yes, submit a letter of explanation and a certified copy(ies) of the judgment(s) with this application.**
10. Emergency contact (name and phone number): \_\_\_\_\_

I hereby apply for certification as an engineer intern by the Tennessee Board of Architectural and Engineering Examiners. The information provided on this application is accurate. I understand that an engineer intern certificate, if granted, **will not** authorize me to practice engineering or make public use of the title "engineer"; however, I may use the title "Engineer Intern."

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

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### TO BE COMPLETED BY THE COLLEGE/UNIVERSITY ENGINEERING DEPARTMENT HEAD AUTHORIZED TO SIGN SENIOR ENGINEER INTERN APPLICATIONS

I certify that the applicant is a prospective graduate in good standing in the senior year of the engineering curriculum and is of good character and repute. I hereby recommend the applicant to the Tennessee Board of Architectural and Engineering Examiners as worthy of consideration for certification as an Engineer Intern.

Signed: \_\_\_\_\_ Date \_\_\_\_\_  
Authorized College/University Department Head